

August 29, 2024, Town of Sheridan Special Town Council Meeting at Town Hall (103 E Hamilton)

Attendees: Tammy Todd, Jan Bowey, Curtis Green, Diane Kaatz, Mayor Bob Stump, and Jennifer Meacham (Clerk/Treasurer)

Guests: Micheal Douglas, Anne Wentz, Sharon Berry, Tom Roberts, Mike Zielinski, and Stephanie Kruer (Town Attorney).

Mayor Bob Stump called the meeting to order at 6:00 pm, opening with the Pledge of Allegiance.

Bob began by thanking everyone for coming to the meeting.

Public Comment Not on the Agenda: Bob Stump asked for any comments from the public for items not on the agenda. There were no comments.

Public Comment On the Agenda: Bob asked for any comments from the public for items on the agenda. There were no comments.

Minutes: July 8 and 17, 2024, August 12, and 15, 2024. Tammy moves to approve the minutes as amended for July 8, August 12 and 15, 2024. Seconded by Jan. With no further discussion Bob called for a vote, Jan-yes, Tammy-yes, and Diane-yes. Motion carried. Tammy moved to approve the July 17, 2024; minutes as amended. Jan seconded. With no further discussion Bob called for a vote, Tammy-yes and Jan-yes. Diane abstained from voting as she did not attend the meeting. Motion carried.

Unfinished Business:

Tom Roberts Livestock Well: Tom Roberts approached the Town during the last regular town council meeting on August 12, 2024, for a livestock well deviation of ordinance 118. It was brought to Tom's attention about hooking up to the town's water system and Tom believes it is not feasible for him to do so. He spoke with DNRC, and they gave him a permit to drill a well. He will need to be compliant with the Town of Sheridan before he can drill a well. Part of the compliance is he will only be able to pump up to a total of 35 gallons per minute (GPM) on his property. Stephanie advised the council about allowing a variance for Tom to drill a second well on his property. MCA 76-3-506 authorizes variances with subdivision regulations; we have adopted the county regulations. MCA 76-25-502 and MCA 76-3-506 are land use resource acts. We don't have a variance ordinance, but the engineering firm is working on a variance ordinance.

A question was brought up concerning the knowledge of the depth of the wells within town limits. The depth varies; some are around 90 feet and others are not as deep, and others are deeper. Discussion about the drinking water going to waste for livestock but if Tom is able to drill the well what will this do for others that want one? October through April is a hardship for Tom. He has to drag water hoses from the house every other day to fill the water troughs for the horses and drag them back to the house when he is finished.

There was discussion within the council about drafting a motion. Tom is on 6 plus acres and the property was annexed into the town a few decades ago. There are 9 residents within town limits that are 2 acres or more. Bob asked if the council was ready for a motion. Tammy moved to accept Tom Roberts request for deviation of ordinance 118 for proposed livestock only well with a maximum of 20 GPM, with a depth of 60 feet maximum, has DNRC approval as proposed with relevance to parcel 25-0593-26-4-02-02-0000 and said parcel is 6.5 acres; address is 525 Mill Street, Sheridan MT. Diane seconded the motion. The council discussed if a resolution needs to be in the motion. According to Stephanie it does not. Diane

amended the motion, to make it clear that the deviation is on the basis of the size of the property in excess of 5 acres and the number of livestock to not to exceed 6 livestock animals. Seconded by Jan. With no further discussion Bob called for a vote on the amended motion first. Diane yes, Tammy yes, and Jan yes. Amendment was approved. Motion carried. With no further discussion on the original motion Bob called to question, Tammy-yes, Diane-yes, and Jan-no. Majority in favor of original motion. Original motion carried.

Rural Fire Interlocal/Agreement Contract: Mayor Stump revised the agreement per council request. It was suggested the town representative should be a member of the Rural Fire Department. Bob suggests a resident should be a member of the Rural Fire Department board. Within the personnel section of the contract, Bob suggests there needs to be a revision, saying that they are all volunteers, there are no employees. Revision for article 6, property, is suggested that the council go back and revise more. There was discussion concerning the length of the contract. Mike Zielinski requested if there could be another special council meeting with Rural Fire Dept so we can get the contract finished. Bob suggests the council table the contract. Jan moves to table this discussion to a later date following coordination with Rural Fire Board. Seconded by Diane. With no further discussion Bob called to vote: Jan-yes, Tammy-yes, and Diane-yes. All in favor. Motion carried.

Zoning Board: Additional Committee Members: It is believed that there is a full committee for the Zoning Board. We are waiting for the Madison County Commissioners to appoint the last committee member. Diane moves that we table zoning board additional committee members until the September 9, 2024, Town Council Meeting. Tammy seconded. Jan-yes, Diane-yes and Tammy-yes. All in favor. Motion carried.

New Business:

Curtis Voting Other than Public Works: There was an earlier decision by the council about Curtis not voting while on council. Bob discussed allowing Curtis to vote except on public works decisions until he is no longer a public works employee. Stephanie advises that it is risky with Curtis working for the town while being council member and while doing both, he is not covered on the liability insurance. It was brought up that this is a small town and there are not a lot of candidates to take care of the water/sewer system. Curtis volunteered to be an employee and has gotten temporary water/sewer certificate until the Town of Sheridan is able to hire someone to take over the position. There was a suggestion if there are two candidates hired to not make one of them the Public Works Director to start. The council decision was to keep Curtis from abstaining from voting until such time he is no longer a public works employee and council member.

Personnel Policy Manual Revision: Currently the personnel policy manual says the probationary period is 6 months, and Bob would like to change it to 1 year. Because getting the water/sewer certifications would take about that long. Bob is looking for approval to revise the policy and then send it to MMIA after the change is made. Diane moves that we make a revision to the personnel policy to change the probationary period from 6 months to 12 months. Seconded by Jan. With no further discussion Bob called for a vote. Diane-yes, Tammy-yes, and Jan-yes. All in favor. Motion carried.

Financial:

- **Banking: Check Signees Add/Remove and Administrator:** Signees to include all the council members to sign checks, excluding Curtis at this time. Tammy moves to change administrator on the checking account at Opportunity Bank of Sheridan to remove Tamara Todd and add Robert Stump; and maintain Tamara Todd, Jan Bowey as signees and add Diane Kaatz along with Robert Stump on all accounts requiring two signatures for the Town of Sheridan. Jan seconded. Stephanie advised that this crosses the executive and legislative branches. The signatory should

be the executive branch not legislation. With no further discussion Bob called for a vote. Jan-yes, Diane-yes, and Tammy-yes. All in favor. Motion carried.

- **Credit Cards for Town Employees and Mayor also Removal of Debit Card:** It was recommended to get credit cards for town employees and the mayor and to remove the debit card for liability reasons. Diane moves that we cancel the debit card at Opportunity Bank and replace with credit cards for the mayor, clerk/treasurer and public works director and assistant at a local banking or lending institution. Tammy seconded the motion. Bob called for a vote. Jan-yes, Tammy-yes, and Diane-yes. All in favor. Motion carried.
- **Removal of Petty Cash:** It was suggested to remove the petty cash at the office. When someone comes in to pay their utility bill, what they bring in is what will be applied to their account. A suggestion was to let the residents know before they come in with cash. There will be notification at the bottom of the water/sewer bills next billing cycle. Tammy moves to remove petty cash. Jan seconded the motion. With no further discussion Bob called for a vote. Jan-yes, Diane-yes, and Tammy-yes. All in favor. Motion carried.
- **Cell Phones for Town Employees and Mayor:** There was discussion as to why town employees would need cell phones. Partially because of liability issues, also if the employee is not at the office, they will be reachable. There was discussion about changing the personnel policy manual from computer use to electronic communication use. Basic phone plans run around \$55 a month plus phone cost. The monthly cost for cell phones for all employees would be around \$300 plus the cost of the cell phones. Jan moves to acquire cell phones for town employees and the mayor and to revise the personnel policy to change computers to electronic and communication devices. Seconded by Diane. With no further discussion Bob called for a vote. Tammy-yes, Jan-yes, and Diane-yes. All in favor. Motion carried.

Adjourn: Tammy moved to adjourn at 8:25 pm. Jan seconded. All in favor. Motion carried

Respectfully submitted by:

Jennifer Meacham